



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

313-16
5
PAGE
1

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received NOV 14 1973	Application No. 1 73-549 Date Completed NOV 26 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Uniform Division Revocation & Suspension Services Section Accident Reporting 959 E. Confederate Ave., Atlanta, Ga. 30316		4. Person to Contact Corporal Nix	
		5. Working Title	6. Tel. No. 5898

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest
Dates of Series
July, 1972

9. Exact Series Title
FATALITY ANALYSIS FILE

10. What is the function of the office in which this record series is created?
Uniform Division is responsible for the patrol of streets and highways of this State to insure the safety of lives, injuries, and property; to investigate motor vehicle accidents; to be available for civil disorders or natural disaster; licensing of citizens to operate motor vehicles; suspension or revocation of license; accident investigation and computation of related statistics; supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents; and insure the safety of the Governor of the State of Georgia and his family.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to analyzation of fatal traffic accidents. Included are copies of U.S. Department of Transportation Highway Safety Administration Fatality Analysis Report (HS-214), Investigators Accident Report (ARD-13) and other related documents.

File is arranged numerically by case number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers				2	4		
Legal-size File Drawers	2 1/2		Floor Space Occupied (Square Feet)	7 Feet			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				3 or 4			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? [x] []
14. Is there a duplication of this series in another office or agency? Original in office of US Dept. of Transportation National Hwy. Traffic Safety Administration. [x] []
15. Is the information contained in this series ever summarized or published? [] [x]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed? [x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? Federal Government [x] []
21. Does the record series contain documentation produced as EDP printout? [x] []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? See Item #24 [x] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. **REQUIREMENTS.** The following requires the files to be kept 14 months:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

FDS Technical Notes 73-4, April 73, recommends retention for 14 months, and this information may be updated.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each -[] CALENDAR YEAR -[] FISCAL YEAR -[x] OTHER MONTH, then:

- [x] Hold in the current files area 14 month(s)/ year(s):
 [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
 [x] Destroy.
 [] Transfer to State Archives for permanent retention.
 [] Destroy immediately after cut-off.
 [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

(X) Concur () Nonconcur

Supervisor, Accident Reporting

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Amia Lee J. Wilson</i>	11/6/73	<i>[Signature]</i>	11/7/73
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [] Disapproved	<i>William W. Hagen</i>	11-20-73
STATE RECORDS COMMITTEE	State Auditor/Designee [x] Approved [] Disapproved	<i>Carroll Hart</i>	11-19-73
	Secretary of State/Designee [x] Approved [] Disapproved	<i>K. H. H. H. H.</i>	11-20-73
	Attorney General/Designee [x] Approved [] Disapproved		